

Certified Associate Counselor - Alcohol and Drug

Application Checklist

Is your application complete?

The application packet must include:

1. The completed application form;
2. All required documents including **official** transcripts;
3. A check or money order in the amount of \$150 payable to the Board; and
4. A copy of the **receipt** from criminal background check. *

***Note:** you no longer have to wait for board authorization before obtaining the criminal background check.

*Send a copy of the receipt received when you obtain your background check **with** your application.

*Criminal background reports are sent directly to the Board from the Criminal Justice Information Systems (CJIS) offices.

*If you have a criminal background, it must be disclosed on your application along with an explanation of the circumstances surrounding the arrest and/or conviction.

*Incomplete applications may result in delayed processing time.

Questions? Contact Janice Isaac, Alcohol and Drug Counselor Licensing Coordinator, at Janice.isaac@maryland.gov or (410) 764-4740.